

March 15, 2019

TO: ALL NATIONAL CLINICAL TRIALS NETWORK (NCTN) MEMBERS AND NCORP COMPONENTS AND SUBCOMPONENTS

FROM: SWOG Operations Office (E-mail: protocols@swog.org)

RE: Holiday Closures for SWOG Biospecimen Banks

MEMORANDUM

The purpose of this memorandum is to inform sites of the holiday closures for the SWOG Biospecimen Banks. Please note the following closures and instructions:

SWOG Biospecimen Bank – Leukemia Division (Lab# 200)

The SWOG Biospecimen Bank - Leukemia Division (Lab# 200) will be closed on Monday, May 27, 2019.

The laboratory will be open to process specimens on Saturday, May 25th. If specimens are collected on Friday, please ship them via FedEx Priority Overnight. When shipping on Friday, please check *Saturday Delivery* on the FedEx air bill. Remember to contact the Bank (614-722-2866 or MGLab@nationwidechildrens.org) and provide the FedEx tracking number before shipping specimens that will arrive on Saturday.

If specimens are collected over the holiday weekend, please store them according to protocol instructions and ship on Tuesday, May 28th.

If you have any questions regarding the shipping of leukemia specimens, please contact the Bank at 614-722-2866 or MGLab@nationwidechildrens.org.

SWOG Biospecimen Bank – Solid Tissue, Myeloma, and Lymphoma Division (Lab#201)

The SWOG Biospecimen Bank (Solid Tissue, Myeloma, and Lymphoma Division, Lab# 201) will be closed on Monday, May 27, 2019.

If a surgery is scheduled for Monday, May 27th, please store frozen tissue according to protocol instructions until tissue can be sent on Tuesday, May 28th. If specimens are collected on Friday or over the holiday weekend, please store them according to protocol instructions and ship Tuesday. Specimens that do not need to be sent via overnight courier service (e.g. slides or paraffin blocks) may be sent as usual.

The SWOG Biospecimen Bank will be staffed Saturday, May 25th to receive and process only ambient-temperature whole blood, bone marrow, and urine. No frozen specimens or paraffin-embedded tissue should be shipped for Saturday delivery. If Saturday delivery is intended, be sure to select "Saturday Delivery" and use the Priority Overnight service when creating a FedEx air bill.

Avoid sending large batch shipments of any type during the week prior to the holiday. Please hold large batches of specimens and ship to the Bank on or after May 28th.

Before shipping myeloma samples, please email MGLab@nationwidechildrens.org and provide the tracking number.

Please call (800-347-2486) or email (bpccbank@nationwidechildrens.org) if you have any questions.

This memorandum serves to notify the NCI and SWOG Statistics and Data Management Center.

cc: PROTOCOL & INFORMATION OFFICE